



New Jersey Department of Children and Families Policy Manual

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Click here to view, print, or complete CP&P Form [16-107](#).

WHEN TO USE IT

This form is used to assist the person requesting emergency travel authorization in making sure that all documents are in order before the packet is submitted to the DCF, Office of Accounting.

HOW TO USE IT

The person requesting emergency travel authorization checks each box to ensure all documents are in order.

The check list itself does not need to be included in the packet.

DISTRIBUTION

Original - Employee

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